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PSA SHOP STEWARD NEWSLETTER

Encouraging members to UPD ATE contact details

The PSA uses various methods for direct communication with the Union's members to share important information and obtain their mandates, including the electronic newsletter, *Informus, PSA Magazine*, and SMSs.

This communication ensures that members are updated with news and information related to their workplaces and the labour movement in general. It is therefore of critical importance that members' full and correct contact details are captured on the PSA's Membership Management System (MMS) from where it is extracted when communicating with members.

The PSA urges shop stewards to participate in the drive to encourage PSA members to update their details.

IMPORTANT: It is vital that members provide their correct ID number, Persal/employee number, or PSA membership number when updating details such as email address and cellphone number to ensure accurate linking on MMS.

Updates can conveniently be done via the PSA Member Portal on the PSA website (*www.psa.co.za*), the electronic helpdesk at *ask@psa.co.za*, by completing the various forms issued by PSA Provincial Offices in this regard, including an update form published in every edition of the *PSA magazine*, or attendance registers completed at members' meetings (handwritten information must be done in a clear handwriting).

By prioritising effective communication and member engagement, the Union is strengthened, and members empowered. Sustained efforts to ensure the integrity of MMS and effective communication are critical in support of member retention.

For more information or assistance in updating members' contact details, please contact the PSA Membership Administration Section.

> Update Jour

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